

PURCHASE REQUISITION (PR) INITIATION/MODIFICATION/CANCELLATION AND SUPPORTING DOCUMENTATION

LMS-CP-4505
Revision: J-1

Objectives:

- to ensure product and service descriptions meet regulatory requirements
- to ensure required approvals are obtained prior to submitting a PR to the Office of Procurement
- to ensure all required supporting documentation is submitted to the Office of Procurement with the PR
- to ensure contracting personnel are notified of PR funding changes, prior to the initiator effecting such changes
- to ensure supplies and services that are no longer required are not purchased
- to decertify funds for use on other purchases

General Information

The following records are generated by this procedure and are maintained in accordance with CID 1440.7:

- Solicitation/Contract/Order for Commercial Items, SF 1449
- Order for Supplies or Services, OF 347
- Cancelled Purchase Requisition

Approval original signed of file 4/30/08
Associate Director Date

Note 1

Threshold Requirements

For PRs of \$3,000 or less, the PR Header Text must state that the recommended source is the only vendor that can supply the product or service and that the vendor will not accept a Government Purchase Card or the requirement cannot be procured using the credit card in accordance with Center policies delineated within LMS-CP-4540, Purchase Card.

Purchase Requisition Approvals

Requisitioners are responsible for selecting the appropriate PR document type and requisitioner code to ensure routing of PRs to the appropriate approvers.

AS9100 Compliance Requirement

The PR Header text must state whether or not the PR is for "critical and complex" requirements.

"Critical and complex" requirements as defined in NASA Policy Directive (NPD) 8730.5, NASA Quality Assurance Program Policy, involve the processes and services that support the design, development, fabrication, component assembly, and system installation of flight hardware, flight software, and associated ground support equipment interfacing with flight hardware and flight software. Specifically, **Critical work** is any hardware task that, if performed incorrectly or in violation of prescribed requirements, could result in loss of human life, serious injury, loss of mission, or loss of significant mission resources (e.g., Government test or launch facility). **Complex work** involves either: a) the design, manufacture, fabrication, assembly, testing, integration, maintenance, or repair of machinery, equipment, subsystems, systems, or platforms; or b) the manufacture/fabrication of parts or assemblies which have quality characteristics not wholly visible in the end item and for which conformance can only be established progressively through precise measurements, tests, and controls applied.

If the requirements are "critical and complex," the "NASA QualSensitive PR" document type must be selected when creating the PR to ensure proper reviews occur. (Please refer to the Office of Safety and Mission Assurance Purchasing Guide available at url: http://corefinancial.larc.nasa.gov/purchase_requisitions.cfm for guidelines in making the quality sensitive determination.)

Affirmative Procurement

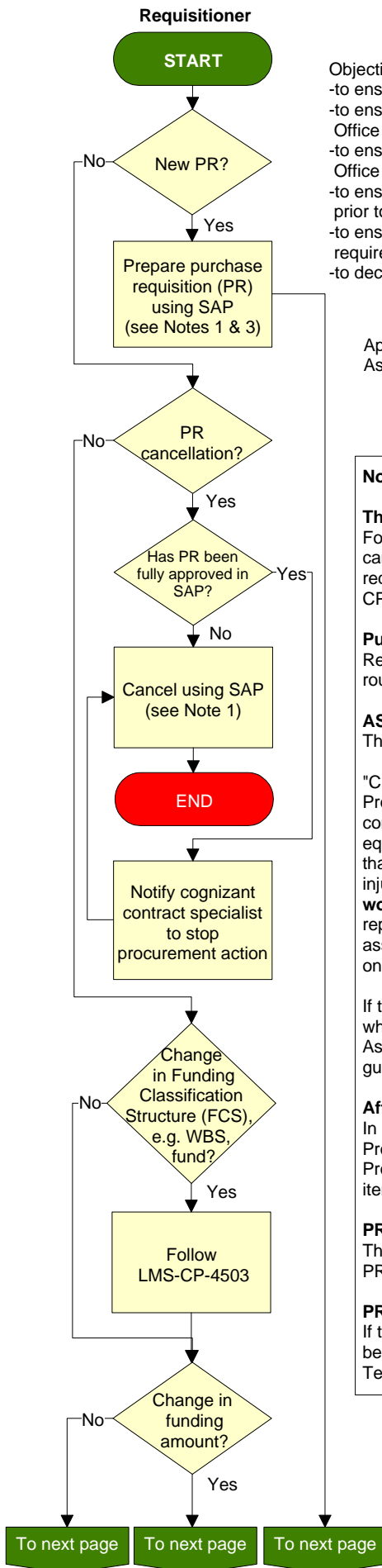
In accordance with NPR 8530.1, Affirmative Procurement Program and Plan for Environmentally Preferable Products, PR initiators are responsible for ensuring that requirements documents specify if Environmental Protection Agency (EPA) designated items are being procured or the procurement will involve EPA designated items. Reference <http://osemant1.larc.nasa.gov/Rapp/cpg.htm> for the list of EPA designated items.

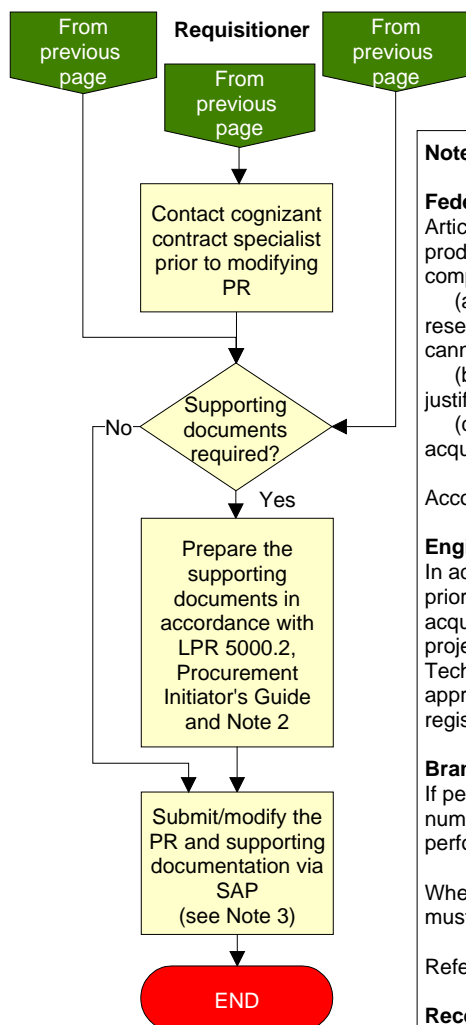
PR's with partial funding available:

These PR's are marked "complete" at time of funds obligation. When additional funds become available, a new PR with certified funds must be initiated to provide the balance of funding (or incremental funding).

PR Cancellation

If the PR initiator does not provide required supporting documentation for procurements valued \$100,000 or below within 14 days of PR receipt, and the Buyer has requested such information in writing (with a copy to the Technical Advisor stated on the PR) at least twice, the Team Lead may cancel the PR via SAP.





Note 2

Federal Acquisition Regulations

Article or service descriptions shall not be written so as to require a particular brand-name product, or a feature of a product, peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company unless--

(a) The particular brand-name, product, or feature is essential to the Government's requirements, and market research indicates other companies' similar products, or products lacking a particular feature, do not meet, or cannot be modified to meet, the agency's needs;

(b) The authority to contract without providing for full and open competition is supported by the required justifications and approvals (see FAR 6.302-1); and

(c) The basis for not providing for maximum practicable competition is documented when using simplified acquisition procedures.

Accordingly, performance or functional specifications shall be provided for each line item on the PR.

Engineering Standards and Specifications

In accordance with PIC 04-04, Engineering Standards and Specifications Cited in NASA Solicitations and Contracts, prior to release of a solicitation, for acquisitions with an estimated value greater than \$5,000,000, and for acquisitions of any value for equipment or analysis for space flight systems, it is the responsibility of the initiating project or program office to ensure that written documentation includes a statement that all NASA Preferred Technical Standards or other engineering standards or specifications have been thoroughly reviewed and the appropriate ones have been applied to the acquisition, are of the latest version, and have been registered with the NASA Standards Update Notification System (SUNS) <http://standards.nasa.gov/>.

Brand Name Specifications and Statements of Work

If performance specifications are not known or are not available, a particular manufacturer's brand name and part number may be provided only if each part number is followed by the terms "or equal" and the salient features (key performance or functional specifications) by which alternative products will be evaluated.

When ordering under the GSA Federal Supply Schedules, and a brand name is specified on the PR, the initiator must provide a justification of why the brand name, product, or feature is essential to satisfy the Agency's needs.

Refer to LPR 5000.2, Procurement Initiator's Guide, for information on preparing Statements of Work.

Receipt and Inspection Requirements

Requisitioners are responsible for including the appropriate supporting documentation as well as the receipt and inspection requirements, including place of delivery, on the PR or in the specification or statement of work in accordance with the following procedures:

-Safety/Mission Critical Product

(as defined in LAPD 4520.1):

LMS-CP-4758

-Inspection, Measuring and Test Equipment:

LMS-CP-0510

-Hazardous Materials (as defined in OSHA

regulation 29 CFR, Part 1910):

LMS-CP-4759

-Software

LMS-CP-5532

-NASA Radio Frequency (RF) Spectrum

NPR 2570.1

-Information Technology Products and Services

Purchasing Guide for Information Technology

(available at the following URL:

http://corefinancial.larc.nasa.gov/purchase_requisitions.cfm)

Integrated Asset Management Compliance Requirement

Requisitioners are responsible for attaching an approved NASA Form 1739, Alternate Future Use Questionnaire, to the PR for the following:

(1) PRs \$100K or greater, coded with a supply material group (or both supply and service material groups)

(2) PRs \$100K or greater, coded with a service material group if the procurement will result in an end item deliverable(s) (e.g., major system, ancillary support equipment, contractor acquired property, software)

A form is not required for incremental funding actions.

Contact Financial Management, Property Accountant (ext. 49233) for questions and clarification.

Note 3

PR's with no funding available:

These PR's serve as Record Purposes Only or Planning PR's. When funds become available, the existing PR can be modified to add a new Procurement Line Item with associated Accounting Line Item information or a new PR may be initiated citing appropriate funding information.